

GLOSSARY

- **ALA MLS**
Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- **Annual Public Service Hours**
Sum of all public service hours for all central libraries, branches and bookmobiles.
- **Audio Books**
Books on cassette or compact disc.
- **Audio Compact Discs**
Audio compact discs that are not audio books.
- **Audiovisual Materials**
Includes videos, audio books, films, music cassettes, compact discs, recordings, microforms, etc.
- **Book Turnover**
Total book circulation divided by total book collection.
- **Bookmobile**
A truck or van that carries an organized collection of library materials, has paid staff, and regularly scheduled hours (bookmobile stops) for being open to the public.
- **Branch Library**
Auxiliary unit of an administrative entity which has all of the following: (1) separate quarters, (2) an organized collection of library materials, (3) paid staff, and (4) regularly scheduled hours for being open to the public.
- **Budget Expenditures**
Sum of costs for collection, personnel, and operations.
- **Capital Expenditures**
Major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one time major projects.
- **Capital Revenue**
Revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation systems; f) new vehicles; and g) and other one time major projects.

GLOSSARY

- **Children's Program Attendance**
The count of the audience at all programs for which the primary audience is children 14 years and under. Includes adults who attend programs intended primarily for children.
- **Circulation**
The total annual circulation of all library materials of all types, including renewals.
- **Data Conversion**
Process for creating electronic library records.
- **FTE (Full Time Equivalent)**
To ensure comparable national data use the following calculation for budgeted positions:

Hours worked by employees in a position / 40
- **General Operating Expenditures**
Library costs including supplies, rent, fees, building maintenance, postage, etc.
- **In-House Library Use**
A measure of all items used within the library but not checked out. This includes computer use, print material, and other library material.
- **Intellectual Freedom Incidents**
The number of challenged works.
- **Local Government Revenue**
All local government funds designated by the community, district, or region and available for expenditure by the public library. Does not include the value of any contributed or in-kind services, or the value of any gifts and donations, library fines, fees or grants.
- **Material Circulated, Central Library**
Total material circulated in central library only.
- **Material Circulation Per Capita**
Sum of all material circulated for the central library, branches, and bookmobiles, divided by population.
- **Other Operating Revenue**
This is all operating revenue other than that reported under local, state, and federal.
- **People Entering Library**
Attendance. The total number of persons entering the library for whatever purpose during the year.

GLOSSARY

- **Per Capita**
Statistics divided by the latest estimated county population. The census total for all 120 Kentucky counties is used in the computation of statewide per capita totals.
- **Population**
The latest county population estimates as released by the Kentucky Data Center.
- **Print Materials**
Books, periodicals, and newspapers
- **Reference Transaction**
An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff.
- **Total Electronic Access Costs**
Operating Expenditures for Electronic Access includes computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Includes expenditures for maintenance, and for equipment used to run information service products when that expenditure can be separated from the price of the product.
- **Total Library Staff**
Sum of total librarians and all other paid staff expressed as FTE..
- **Total Material Circulated**
Total of all material circulated for central library, branches, and bookmobiles.
- **Total Operating Expenditures**
The sum of expenses for general operations, bookmobiles, computers, and continuing education.
- **Total Operating Revenue**
Sum of local, state, federal, and other operating revenue.
- **Total Staff Expense**
Salaries and benefits.
- **Users of Electronic Resources Per Year**
The annual number of users of electronic resources in the library. Electronic resources include, but are not limited to, Internet (WWW, email, Telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Does not include staff use of these resources.